

Business Emergency Plan (BEP) Electronic Submittal Instructions

Go to www.esubmit.ocgov.com

If you have not requested a password, choose "Newport Beach" from the drop-down box located after "New User? Request a Username and Password by selecting the city of your primary facility."

The Newport Beach Login Request form will appear. Follow the directions on the screen and submit.

Orange County Environmental Health will issue a password, which will be sent to your email address. Once a password has been received, login at www.esubmit.ocgov.com to complete the disclosure forms electronically.

If you have forgotten your password, please email esubmit@ochca.com and provide your name, business name, and business address.

If you have questions or require assistance, contact Nadine Morris in Life Safety Services at nmorris@nbfd.net or (949) 644-3105.

COMPLETING THE BEP PAGES

Once logged in... **Portal Home Page** appears.

The **Update** button is for changing the Facility Owner, DBA, Facility Address, or Billing Mailing Information.

Choose **Proceed to forms**.

submission packages screen appears.

Choose [Newport Beach Hazardous Materials Business Emergency Plan](#) then click on the **Site Address** you are submitting the BEP for. The **Business Activities** page appears.

HINTS:

- Clicking on a [blue underlined](#) field name provides an explanation of data to be entered in the field.
- Red asterisk (*) denotes a required field.
- Complete fields that do not have an "*" to the best of your ability. The more information you provide, the better assistance the fire department can provide in an emergency.

STEP 1

[Business Activities](#) Page

[EPA ID #](#) - Enter if applicable, otherwise scroll down to [Activities Declaration](#) and check all programs that apply. Once completed choose **Save Changes**, located at the bottom of the screen.

STEP 2

[Business Owner Operator](#) Page

Complete all fields on the page. It is important to provide email addresses, phone numbers, and proper contact names.

HINTS:

- "Beginning Date" - date you are completing the BEP.
- "Ending Date" - enter the last day of the calendar year you are reporting (i.e. 12/31/2014).
- "Certification Date" (bottom of page) date you are completing the BEP.

When finished, choose **Save Changes**.

STEP 3

Chemical Description Page(s)

To add chemicals, choose **Add Chemical Description** (bottom of page) until all chemicals have been added. Chemicals may be deleted by choosing **Delete** (bottom of page) if an error is made.

Choose **Save Changes** once completed.

Note! For help completing the chemical description fields, choose “Lookup Chemical From List.” Choose a search option in “Lookup By.” Type the information into the “Lookup” box. As you type, a list will appear. Choose the proper chemical from the list and **Chemical Information** will appear. To populate the chemical page, click **Select Chemical**. In **Part III Chemical Classification** choose [Click here for help classifying your chemical](#) then scroll down and choose **Classify** (click OK for any message boxes that appear.) A number of fields will be populated; the remaining fields will need to be completed using your MSDS or other documentation.

STEP 4

Emergency Plan Page

Complete Parts I, II, and III. All questions must be answered.

When finished, choose **Save Changes**.

STEP 5

Facility Maps Page

Choose [map example](#) to view a sample map. Review the lists under Site Layout and Facility for items required to be included on the map.

At the bottom of the page, choose **Add Facility Maps**. Enter a Map Name or Map Number, then choose **Upload**. Follow the instructions on the screen. Once the map has been uploaded, choose **Save Changes**.

The map name will appear at the top of the screen. It can be viewed by clicking the paperclip under Map Upload.

FINISHED?

Once all pages have been completed, choose [Cover Sheet](#) if you would like to provide comments with your submittal or choose [confirm your submission](#) to submit with no comments.

PRINTING THE BUSINESS EMERGENCY PLAN PAGES

Choose **Submission Home** (upper right side of screen)

Under **Submission Status**, choose [Print \(date\) Summary](#).